

MEMORANDUM

05/05/2004

PLEASE TAKE NOTE AND PLAN ACCORDINGLY!

Inter-agency orders for the Graphic Services' Print Shop, Copy Center, Color Copy Center, and/or Warehouse received after **June 11, 2004** will be considered **FY'05** jobs. Jobs received between June 14, 2004 and June 30, 2004 will be printed and delivered as usual, but will not be invoiced until after July 1, 2004(FY '05).

Please make sure that your order is filled out in its entirety. Make sure that you have attached all appropriate material needed to process your order (sample, text, mechanicals, disk, etc.). Improperly filled out forms will delay your job being processed in a timely manner.

Please remember to take into consideration "Anticipation of Needs" when placing your order. Only order what you will need to carry you through the fiscal year.

REMINDER: Graphic Services shall follow the same rules for the purchase of materials described in the Purchasing Rules Manual.

Thank you for your attention and cooperation